



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Business Development Coordinator
Posting Number	PN# 101916
Department	Houston Airport System
Division	Finance & Administration
Section	Small Business and Contract Compliance Office
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

This position reports to the Deputy Director of Finance and Administration. Directs and manages the coordination, implementation, administration and operations of the Houston Airport System (HAS) Office of Equal Opportunity and Contract Compliance. Serves as HAS Disadvantaged Business Enterprise (DBE) Liaison Officer, implementing all aspects of HAS DBE program. Ensures compliance with federal and local mandates regarding MWDBE utilization. Sets annual DBE program goals. Manages prevailing wage monitoring and compliance. Performs other duties as requested.

### WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe colors and differentiate details; attending to details amid distractions; analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; projecting and choosing a course of action; applying specialized information; adjusting to critical and demanding work; be able to lift up to twenty (20) pounds; adjusting to interruptions and changes; working with minimum supervision; taking charge when needed; driving city vehicles; and dealing with people in tense situations; may require to visit various construction sites. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business or Public Administration, Marketing, Retail Management or a field directly related to the type of work being performed.

### MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of experience administering MWDBE programs, commercial/industrial property leasing or acquisition, property management or mall management, with two (2) of the years in a senior level position managing small business development programs, airport property, retail food and beverage, concession or advertisement management. A Master's degree in a field related to the type of work being performed may be substituted for two (2) years of the experience requirement.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Familiarity with federal DBE programs guidelines including goal setting methodology. Strong organizational, managerial and interpersonal skills. Ability to establish and maintain excellent working relationships with employees, contractors and outside agencies.

### SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29	
\$2,262.00 - \$2,562.00 Biweekly	\$58,812.00 - \$66,612.00 Annually

### OPENING DATE

DECEMBER 8, 2004

### CLOSING DATE

OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.